

## IonE Room Agreement

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I understand that by reserving a room at the Institute on the Environment for a meeting or event, I am agreeing to the following:

1. If I bring in furniture from another room or rearrange furniture, I will make sure the rooms are reset to their original layout. (Directions and photos of the original layout are located in each of the rooms.)
2. I will make sure the room is as clean as I found it. This includes:
  - Leftover coffee should be thrown out. (Pour out extra coffee & rinse with water; put carafe in the cupboard under the coffee maker with the rest of the extra carafes).
  - Leftover food should be thrown out. If you would like to notify people that there is leftover food, leave it in the commons kitchen & e-mail [ione-admin@lists.umn.edu](mailto:ione-admin@lists.umn.edu). At the end of the day, throw out any excess food that was not eaten. Rinse off UDS platters and utensils with warm water & stack on shelving units in R-350's kitchen for recycling/reuse.
  - Water pitchers should be returned to 325B. Do not leave pitchers on the counter.
  - Put away any extra utensils, plates, cups and napkins in their proper place in the kitchen.
  - Wipe off counter tops that were spilled on with the wet wipes provided in all shared areas.
  - Wipe off the conference room tables.
  - Push in any chairs used.
  - Clean up any garbage (cups, empty coffee creamers) from the meeting's attendees.
  - Break down and stack all cardboard recycling neatly next to the garbage for the janitorial staff.
  - Flat screen monitor cables should be coiled and returned to the hooks on the wall under the monitors. If cables are damaged due to being left on the floor the college, department or IonE program who caused the damage will be responsible for all costs associated with replacing the cables.
3. If I am from an external department or organization, I understand I am responsible for bringing:
  - Any event supplies that I may need. This includes dishware, silverware, cups, pens, paper, etc.
  - Coffee grounds. IonE will allow you to use our coffee machine and carafes to save on cost, but you will be responsible for bringing and making the coffee.
  - Copies of event materials. IonE's printers are exclusively for departmental use. You will be referred to the University's Printing Services if copies are not prepared beforehand.

By booking a room at IonE, I am accepting responsibility to take care of all points listed above.

*If rooms are left in unacceptable condition, you will be notified and responsible for immediate clean-up. IonE meeting rooms service a large community and we do not have resources available to clean rooms between meetings. We rely on the commitment of the community to be self-sufficient in this regard, and respectful of those who will use the room after you.*